

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE
PREVENTION AND EARLY INTERVENTION ADMINISTRATION**

PROMOTIONAL/TRANSFER OPPORTUNITY



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH (DMH) EMPLOYEES

MENTAL HEALTH ANALYST II

Adult System of Care (ASOC) Bureau is recruiting to fill a Mental Health Analyst II vacancy for the Prevention and Early Intervention (PEI) Administrative Team, which includes Veterans Services, Anti Stigma and Discrimination, and Suicide Prevention Programs.

EXAMPLE OF DUTIES:

- Collect and analyze data from DMH Directly Operated Clinics Countywide to develop reports to assist management in efficiently operating PEI programs.
- Leads and/or directs staff assigned to monitor all Provider PEI Contracts for adults.
- Leads and/or directs staff assigned to develop and monitor fiscal, budgetary, staffing, or contractual documentation necessary for the operation of all PEI programs under ASOC.
- Assist in developing fiscal and budget controls and formulating plans and implement policies and procedures for all PEI Adult programs.
- Prepare and review Contract Negotiation Packages, Consultant Services Agreements, Board Letters, Addendums, or other PEI Adult contract materials.
- Prepare documents to facilitate the contract amendment process and oversee the contract process until complete.
- Develop reporting guidelines for data and attend meetings to present data.
- Provide supervision and/or direction to staff assigned to assist with data collection.
- Investigating and resolving consumer and/or interagency complaints.
- Complete additional or special assignments as requested.

DESIRABLE QUALIFICATIONS:

- Ability to produce reports from data and make recommendations based on the analysis.
- Strong computer skills and experience utilizing Microsoft Word, Excel, Access, and/or Visio software.
- Possession of excellent and demonstrated communication skills, both verbally and in written form.
- Possession of excellent organizational and interpersonal skills as well as be self-directive, energetic, and committed.

- Ability to establish, implement and achieve both local program and Department-wide goals and objectives.
- Ability and willingness to travel throughout Los Angeles County in the course of performing the duties of this position.

Interested individuals who currently holding the title of Mental Health Analyst II should submit a detailed resume and letter of interest as well as last two (2) Performance Evaluations and last two years of master time records (if are a current DMH Employee) **no later than 5:00 PM on Friday, July 15, 2011 to:**

Carl McKnight, PsyD
Mental Health Clinical Program Head
(213) 738-2901
(213) 736-5802 (fax)
CMcKnight@dmh.lacounty.gov

**550 S. Vermont Avenue, 3rd Floor
Los Angeles, CA 90020**

AN EQUAL OPPORTUNITY EMPLOYER